

## Southwest Area Incident Management Team Electronic Application Instructions

***Please read each instruction as you go throughout the application process! If you need additional assistance, please contact your local dispatch center.***

***If you are an individual wanting to apply and don't see an open vacancy for your team of interest, please contact the IC of that team.***

**\*\* LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS DEC 10<sup>th</sup>!!!!\*\***

1. Go to the website: <http://www.imtcenter.net>
2. Click on "Team Vacancies (Beta Test)" on the left hand side of the screen.
3. When searching for positions to apply for, especially when applying for more than one position, be sure to scroll the entire screen. Positions are often listed in the order they were entered and not necessarily grouped alphabetically or by team. Even though a team may carry multiple positions of the same qualification (i.e. Division Group Supervisor), only one DIVS position/vacancy is listed. Multiple applicants will be selected to the IMT for that particular qualification, depending on that IMT's configuration.

### **There are 3 ways to search for open positions:**

- By GACC (if Southwest is selected, every vacancy on all Southwest IMT's will be listed)

***\*\*use this if applying to different positions on more than one team\*\****

- By Position (lists that position vacancy on all IMT's nationwide)

***\*\*use this if applying to the same position on one or more teams\*\****

- By Team (lists all vacancies on the team selected)

***\*\*use this if applying to one or more positions on the same team\*\****

4. Once all boxes are checked for positions you want to apply for, select the "apply to selected positions" link at the bottom of the page.
5. If applying to more than one position, you must then select your priority order in which you want to be considered for each vacancy. Then select "Continue" twice.
6. Enter the required information in the application form:
  - Name, agency, address, contact information, etc
  - **Select "No" when asked if "currently a member of a team"** (members have to apply annually so the answer to this question is no)
  - Answer if you are a seasonal or AD
7. Enter supervisor's name, phone, and email address (supervisor will receive an email and will approve or deny your application to the IMT)  
**\*\*AD's should enter the local unit FMO as the supervisor\*\* (if you are unsure who this is, call your local dispatch center)**
8. If USFS enter your Line Officer name, phone, and email address (will give approval after supervisor and qualifications approvals are confirmed).
9. Enter Coordinator (Qualifications/IQCS/IQS) name, phone, and email address (qualifications coordinator will receive an email and will approve or deny your application to the IMT. **If you are unsure who this is, call your local dispatch center**)

10. **“State or GACC where you currently work”** is a block that was used by the Southern Area and the Lessoned Learned Center has agreed to get this block removed. Depending on when you submit your application, this block **may or may not be visible to you**. If it is visible, you can leave it as “Pennsylvania”. This will not affect the accuracy of your application.
11. The **“Current IMT Coordinator”** Name, Phone, and Email blocks are also going to be removed. Depending on when you submit your application, these blocks **may or may not be visible to you**. If it is visible, enter in **Nancy Moore, 505-842-3473, nmswcc@gmail.com**
12. Do not check the box “This team is located in my state”.
13. Check whether or not the Team applying for is located in my GACC. This will be checked for all applicants except for those applying to a SWA IMT from out of area.
14. Make a selection in the drop down menu indicating which capacity (fully qualified, trainee, 520 candidate, etc) you are applying for. **Note: if applying for alternate only, indicate “alternate only” in the white block titled “Optional” which is located below the Relevant Experience block for that position.**
15. Enter your agency Operations Group Representative name, phone, and email address (**see table below**)
16. Enter your relevant experience (required).
17. Enter any other qualifications and or experience (optional). **Note: If applying for a “shared” primary position, indicate this in this block, and who the position is shared with (if known).**
18. Select the “Terms of Agreement” check boxes (all 4).
19. Select “Submit my application”
20. Print your “receipt”.
21. Exit the site.

**\*\* LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS DEC 10<sup>th</sup>!!!!\*\***

**\*\*Applicants will be notified via email of their acceptance/non-acceptance on or around January 13, 2011\*\***

If you are accepted to a Southwest IMT, you are encouraged to attend the annual Southwest Area IMT Meeting on March 1-3, 2011 at the Prescott Resort in Prescott, AZ.

#### Southwest Operations Group Contacts

Name	Agency	Phone /Cell	Email
Richard Nieto	US Forest Service	505-842-3418 505-250-4573	rmnieto@fs.fed.us
Dave Bott	BLM New Mexico	505-954-2187 505-660-4869	dave_bott@blm.gov
Steve Shaw	BLM Arizona	602-417-9307 602-513-9276	steve_r_shaw@blm.gov
Gary Kemp	National Park Service	505-672-3861 x550 505-660-7156	gary_kemp@nps.gov
Pat Pearson	US Fish and Wildlife	505-248-6474 505-715-0111	pat_pearson@fws.gov
Valdis Neha	Bureau of Indian Affairs	928-729-7388 928-205-7962	valdis.neha@bia.gov
Kevin Boness	AZ State	928-774-1425 928-699-8311	kevinboness@azstatefire.org
Eugene Pino	NM State	505-425-7472 505-617-0115	eugene.pino@state.nm.us